

Application Checklist

If applicable, copy of Indiana sales tax license or copy of application for the 2017 Sales Tax ID Number.

Please make sure to have your health department vendor permit specifically for the St. Patrick's Day Celebration.

Checks payable to:
The City of Crown Point

(No Refunds Will Be Given. Festival will take place rain, snow, or shine. All payments must be received 4 days prior to the event. NO PAYMENT will be accepted on site.

Mail To:
The City of Crown Point
Attn: St. Pat's Vendor App
11035 Broadway, Suite E
Crown Point, IN 46307

For further information, call The Mayor's Office of Special Events at (219) 662-3290

Proudly Sponsored By

Mayor David D. F. Uran

The City of Crown Point

For more information on how you can become one of our sponsors, please contact the Mayor's Office of Special Events.



For a full Crown Point Event Listing go to www.crownpoint.in.gov and access the City Calendar.



St. Patrick's Day Celebration Vendor Application

Friday, March 17, 2017

Parade will commence rain, snow or shine at **DUSK**

Vendor Set-Up at 3:00 PM

Vendor Tear Down takes place after the parade has finished.

FESTIVAL OPERATING RULES

VENDOR DEFINITION - A vendor is any entity offering for sale articles for human consumption or non-edible articles, traditional or themed Irish items, parade novelties, etc. that all relate to a family-friendly atmosphere. Any vendor that does not meet this definition will not be considered. **EXCLUSIVITY IS NOT GUARANTEED.** Sale of any type of consumable human food must be with the Lake County Health Dept. rules and regulations. A 2017 Lake County Health Department Permit **MUST BE DISPLAYED AT YOUR BOOTH ON THE FESTIVAL DAY for any vendors with consumable products.**

ENFORCEMENT OF RULES

City staff has full authority to enforce all rules and any occupants failing to comply may have their space declared vacant without refund.

TIME & HOURS OF OPERATION

The Parade is one big day, March 17, 2017 and will take place rain, snow or shine. Vendors will be located on 231 (Joliet St.) in between Main Street and East Street. Vendors will meet at the back lot of Wheeler Middle School at 2:30pm and will be escorted to the vendor area may set up at 3:00pm and begin selling immediately and throughout the parade, as long as they are in their immediate area. All vehicles must be in place no later than 3:00pm. Only pedestrian traffic will be allowed in the area after this time. **If a vendor is unable to attend, they must contact Diana Bosse at 779-2219 ASAP!**

DISPLAYING & SELLING GOODS

Producers must furnish their own tables, chairs, or other display arrangements. In case of rain, producers must furnish their own protection, a 10x10 pop-up tent works best. All refuse must be removed at the close of the event; **uses of Event waste receptacles are solely for the attendees, not vendor refuse.** As this is a family-friendly parade, no profane language will be tolerated!

SPACE RENTAL FEES

Vendor Space – \$50

Power included, one 20amp circuit. *All vendors must furnish their own electric surge protectors and power cords. Please identify the amount of electricity needed. Due to limited electricity, **ROASTERS ARE NOT ALLOWED!** Vendors who bring roasters will be asked to leave.*

Additional Power \$25.00 per 20 amps
(+ 7% Indiana Sales Tax included)

Assigned & Reserved. One (1) stall (a 10x10 space) may rented by any one producer. The space runs about a parking space and ¼ for visual purposes.

All proceeds dedicated to the funding of the 2017 St. Patrick's Day Parade!

METHOD OF PAYMENT - Checks should be made payable to The City of Crown Point. Cash will be accepted at the office only. **NO PAYMENT will be accepted on site.** **Total payment must accompany application.** **NO REFUNDS WILL BE GIVEN.**

Space will only be reserved after full payment is received. If more applications are received than space allows, priority will be given to earliest registrants, and past participants. Past approved vendors will be given priority to set-up at the parade-GRANDFATHERED IN-; additional vendors are welcomed, as long as space permits.

ALL SPACE RENTERS MUST HAVE THE FOLLOWING ON DISPLAY:
IF APPLICABLE, COPY OF INDIANA SALES TAX NUMBER & CERTIFICATE.

LAKE COUNTY HEALTH DEPT. PERMIT

A SIGN NO LESS THAN 15" X 20" IN DIMENSION WITH BUSINESS NAME, ADDRESS, & PHONE NUMBER WRITTEN IN PROMINENT LETTERS.

2017 Official St. Patrick's Day Parade **Vendor Application**

Name (First and Last) _____

Business Name _____

Address _____

City _____ St _____ Zip _____

Phone for Event Day (Cell Preferred): _____

Email: _____

____ **Food Vendor** ____ **Product Vendor**

____ **Power Needed (in amps)**

Water access (please check)

Bucket _____ **Hose hookup** _____

List of Products *(Please be thorough to avoid an overabundance of like vendors)*

Vendors Signature

I/We agree to hold harmless the City of Crown Point, Crown Point, IN, or any person, volunteer, employee or board connected with the St. Patrick's Day Parade of any/all liability due to damage and/or theft of my/our merchandise, goods, and wares kept upon premises designated by persons mentioned above. This agreement refers to any/all damage including, but not limited to; damage by heat, water, sun, rain, wind, cold, and vandalism and the like. All claims, suits, actions, debts, and costs, charges and expenses, or damages of any nature arising from any activities under this contract, including loss predicated on active or passive negligence of the indemnities.

SIGNATURE: _____

DATE: _____